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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S	15 Nov.	VT
2	Director of Personnel		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
Remarks: 2 - For action and preparation of a reply for DCI signature.			
SUSPENSE: 15 December			
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O/Executive Director /			10 Nov 65
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STAT

A nonpartisan nonprofit
citizens' organization
founded in 1881
to promote efficiency
and quality
in government
management



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National Civil Service League

1346 CONNECTICUT AVENUE, N.W. • WASHINGTON, D. C. 20036 • (202) 659-2442
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November 8, 1965

Admiral W. S. Raborn
Director, Central Intelligence Agency
Washington, D. C. 20505

Dear Admiral Raborn:

It is my pleasure to invite your submission of nominees for the twelfth annual Career Service Awards of the National Civil Service League.

The enclosed announcement, copies of which are being supplied to your personnel office, describes the program and outlines procedures for your submitting up to three candidates. We would appreciate submission of your nomination materials by December 20, 1965, or sooner, if possible.

The stature of this program to recognize significant achievements of career employees grows each year. This is due not only to the quality of the Awardees, but also to the support given the event by the President and participating officials. The enclosed booklet dedicated to last year's winners indicates some of this support and illustrates the color, prestige, and positive publicity attendant upon the program.

Thanks for giving this invitation your personal attention. The League is pleased and proud to make this contribution to public recognition of quality in government service and we appreciate your help in making the program a success.

Sincerely,

J. Edward Day
J. Edward Day

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Career Service Awards

**ANNUAL PRESENTATION
HONORING CAREER PUBLIC SERVANTS**



National Civil Service League

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Agency and department heads are invited to nominate candidates. Men and women in all grades and occupations, in the field, overseas, and in the departmental service are eligible. Nominees must meet the "Basis of Selection" criteria established in the Announcement (see reverse). They must be employed in one of the career services of the Federal government or by their records, be clearly identified as career employees making government service their lifework.

WHAT TO SUBMIT. Each agency and department head may nominate *three* candidates by submitting:

1. FOUR COPIES of a written statement, no more than five pages in length containing:
 - A. Justification in detail for the nomination in terms of the primary considerations noted as the basis for selection.
 - B. Human interest factors especially related to the candidate's career that would give insight into the candidate's character and assist in promulgation of widespread publicity on the candidate's selection.
 - C. Comments on the candidate's participation in professional, social and civic activities and organizations.
 - D. A list of organizations, (e.g., schools & C, above) and media (professional journals, home town press, etc.) that might be interested in the candidate's selection and thus promote the prestige of public service.
2. PICTURES of the candidate, including four 8" x 10" glossy prints.
3. FORTY COPIES of a summary statement, preferably one page long, organized as indicated below:

NAME, TITLE AND GRADE:

LENGTH OF SERVICE:

ORGANIZATIONAL LOCATION:

MARITAL STATUS:

RESIDENCE ADDRESS:

DATE & PLACE OF BIRTH:

EDUCATION AND DEGREES (INCLUDING NAMES OF SCHOOLS):

CHRONOLOGICAL SYNOPSIS OF CAREER SERVICE PROGRESSION, SHOWING TITLES & GOVERNMENT ORGANIZATIONS:

BRIEF STATEMENT SETTING FORTH IN SUMMARY THE SUBSTANTIVE ACHIEVEMENTS WHICH QUALIFY THE CANDIDATE FOR CONSIDERATION AND INDICATING THE AGENCY HEAD'S PRIMARY REASON(S) FOR SUBMITTING THE CANDIDATE'S NAME.

Submitted by: _____
(agency head's signature on original only)

NOTE: Supplemental material may be submitted, but the material above should stand on its own.

Submit materials to National Civil Service League, 1346 Connecticut Ave., N.W., Washington, D.C. 20036.

Career Service Awards

Purpose

This National Civil Service League program is undertaken to strengthen the public service by bringing national recognition to significant careers in the Federal service.

The League will grant awards to ten career employees who exemplify in an outstanding manner the primary characteristics of the career service: efficiency, achievement, character, and service. Extensive publicity through television, radio, magazines, and newspapers will be given to the selections and the presentation of the awards.

The Award

The Career Service Award recipients will be presented with a scroll and will be guests of honor at a dinner in Washington, D. C. to be addressed by a nationally prominent speaker and attended by many leaders of government, business, education, and the professions.

Basis of Selection

1. Efficiency and achievement

A record of exceptional efficiency; evidence of sustained superior performance and accomplishment.

2. Character

A record of integrity and devotion to the principles of public service.

3. Service

At least 10 years (including military service), not necessarily all in one agency. This must give evidence of achievement and career progression.